

WARREN COUNTY SHARED SERVICES PANEL AGENDA  
FEBRUARY 23, 2018

*Panel Members: Town Supervisors: Conover, Leggett, Fraiser, Simpson, Hogan, Dickinson, Merlino, Strough, Thomas, Hyde, Geraghty, Mayors: Hall, Blais, Superintendent of Warrensburg Central School: Goralski, Superintendent of Queensbury School District, Huntley, Superintendent of Glens Falls City School District: Jenkins.*

- I. Committee meeting called to order by Chairman.
- II. Introductions
- III. Motion to approve the minutes of the October 27, 2017 meeting.
- IV. Discussion:
  - 1. Current Shared Services.
  - 2. Ideas from previous Panel Meetings.
  - 3. Ideas from other Counties.
  - 4. Currently in progress.
- V. Action Agenda:
  - 1. MOU's with Towns and County to be put in place.
- VI. Privilege of the Floor

---

Attachments:

- 1.) Items to be discussed.
- 2.) Letter from BOCES.
- 3.) Proposed Action Plans (2).

## Shared Services Panel

### Current shared services:

1. Public Safety Dispatch Consolidation
2. County/town Highway maintenance
3. Purchasing consolidation
4. Shared Fuel Farm
5. Board of Elections
6. Civil Service
7. Planning
8. Worker's Compensation Pool
9. MEGA Program
10. Building Code Enforcement

### Ideas from previous Panel meetings:

1. County-wide Assessors
2. County-wide Animal Control
3. Expand on Highway, Equipment and personnel sharing with DPW
4. County-wide EMS
5. Sharing licensed municipal workers (i.e.sewer/water treatment operators, engineers)
6. Police Consolidation with City
7. Tourism Collaboration with City and County
8. Energy renewables
9. Towns – Health Insurance Consortium
10. Retrofitting LED Lighting
11. Community Choice Aggregation
12. Joint bidding for landscaping, mowing
13. Consolidation of maintenance and repair services
14. Regional Bio solids Treatment center
15. Grant writing
16. NYS Pharmacy Purchasing Coalition – Capital Region BOCES
17. Actuarial Services for GASB 45/75 and Med D Attestations – Capital Region BOCES

### Ideas from other Counties:

1. Centralized Tax Collection
2. Medicare-eligible Retiree Health Insurance Consortium
3. Information Technology

### Currently in progress:

1. Drug task force
2. After hours arraignment

### Other:

MOU's with Towns and County to be put in place. Refer to County Attorney.



# CAPITAL REGION BOCES

RECEIVED  
WARREN COUNTY  
BOARD OF SUPERVISORS  
2017 JUL 13 PM 12:00

Office of the Deputy Superintendent  
& Chief Operating Officer  
Dr. Mark Jones  
900 Watervliet Shaker Road  
Albany, NY 12205  
[Mark.Jones@neric.org](mailto:Mark.Jones@neric.org)  
Phone: (518) 862-4920  
Fax: (518) 862-4949

July 10, 2017

**Warren County**

Warren County Municipal Center  
1340 State Rt 9,  
Lake George, NY 12845

Dear Ronald F. Conover,

I am reaching out to you regarding the County Wide Shared Services Initiative (CWSSI) to perhaps offer some assistance.

Boards of Cooperative Educational Services (BOCES) across the state have been specializing in shared services to school districts for nearly 70 years, becoming the model for effective regionalized services for school districts. Because of our success in NYS, many states across the county have used the BOCES model as the framework for creating shared service platforms designed to fit their specific needs.

Below and attached is information regarding two very successful regionalized services which municipalities could take advantage of through an inter-municipal agreement authorized under Article 5g of the general municipal law.

**NYS Pharmacy Purchasing Coalition**

This is a self-insured prescription drug program designed to aggregate purchasing of pharmacy benefits and was initially developed with grant funding from the Department of State. The program is designed to comport with nearly any health insurance plan and benefit structure that a municipality may have. Further, potential savings is NOT impacted by the size of any municipality choosing to participate. Since the program was developed in 2012, savings for members has exceeded \$ 26 million dollars. Average savings per coalition member has been 10-20% of their current pharmacy cost.

**Actuarial Services for GASB 45/75 and Med D Attestations**

BOCES provides actuarial valuations for 129 school districts and 4 municipalities across the state, in addition we also perform 14 Medicare Part D attestations. Because of aggregated volume we are able to leverage excellent pricing. Pricing is based on entity size and insurance benefit complexities.

This letter is offered in the spirit of cooperation and the continuing need for all governmental entities to be as efficient and effective in delivering services to the public as possible. We also offer a variety of other services in addition to the two mentioned above that may be of interest to you. If during your deliberations regarding the CWSSI, these services serve your interests, we at the BOCES, would be happy to discuss these items in more depth. To learn more about our other services or to make an appointment please contact Hayley Gundersen at 518-464-3976.

Sincerely,

Dr. Mark Jones

## Capital Region BOCES NY State Coalition: February 2016

	CR BOCES Effective Date	Total Monthly Lives (E&D)	CR BOCES 2012/2013 Savings \$	CR BOCES 2013/2014 Savings \$	CR BOCES 2014/2015 Savings \$	CR BOCES 2015/2016 Savings \$	CR BOCES 2016/2017 Savings \$	CR BOCES Combined Savings \$	*January 1 2016 CR BOCES Contract Improvement Additional Savings	Client Grand Total Savings From Effective Date
Client 1	7/1/2012	1,451	\$557,109	\$735,284	\$959,770	\$1,200,638	\$619,189	\$4,071,990	\$91,685	\$4,163,675
Client 2	7/1/2013	603		\$401,504	\$507,641	\$632,685	\$366,732	\$1,908,562	\$34,433	\$1,942,995
Client 3	7/1/2013	5,227		\$1,147,401	\$1,398,008	\$1,641,507	\$619,189	\$4,806,105	\$215,781	\$5,021,886
Client 4	3/1/2014	4,946		\$598,844	\$721,637	\$1,178,013	\$672,326	\$3,170,820	\$241,003	\$3,411,823
Client 5	7/1/2014	2,486			\$595,396	\$857,163	\$447,401	\$1,899,960	\$93,804	\$1,993,764
Client 6	7/1/2014	1,333			\$387,343	\$583,519	\$351,730	\$1,322,592	\$75,622	\$1,398,214
Client 7	7/1/2015	2,411				\$1,230,611	\$722,128	\$1,952,739	\$151,704	\$2,104,443
Client 8	7/1/2015	11,185				\$1,957,008	\$1,218,735	\$3,175,743	\$614,436	\$3,790,179
Client 9	1/1/2016	6,467				\$1,024,301	\$1,057,550	\$2,081,851	\$228,547	\$2,310,398
<b>Total All Groups</b>		<b>35,001</b>	<b>\$557,109</b>	<b>\$2,883,033</b>	<b>\$4,569,795</b>	<b>\$10,305,445</b>	<b>\$6,074,980</b>	<b>\$24,390,362</b>	<b>\$1,747,016</b>	<b>\$26,137,378</b>

\* 2016/2017 Data: Savings and Claims spend are for 6 months, from 7/1/2016 -12/31/2016



For more information about the Keenan Pharmacy Purchasing Coalition and an analysis of the guaranteed cost management of your prescription program KPPC can deliver for you, **please contact: 310.212.0363 ext. 3245.**



## Accountability and Transparency for Your Pharmacy Benefit

KPPC is a new and innovative pharmacy program that delivers cost savings and the most advanced prescription management capabilities for self-funded clients. The Coalition currently has an enrollment of over 500,000 and growing! The size and negotiating strength of KPPC allows our members to take advantage of volume discount pricing and the most generous manufacturer rebates.

KPPC provides you significant and guaranteed improvement in all areas of drug cost management without changing your existing plan design:

- Greater Retail and Mail Order Discounts
- Lower Dispensing Fees
- Higher Guaranteed Rebates
- Improved Generic Utilization

**KPPC is powered by Express Scripts – a national leader in pharmacy benefit management services!**

Annual market analysis conducted in cooperation with Express Scripts will keep the KPPC pricing competitive, and as the Coalition grows, your savings increase. You automatically receive the advantages of higher volume purchasing!

Express Scripts also provides comprehensive Clinical Programs that provide Care Management, Safety Management and Trend Management services to help patients and physicians to manage many health conditions, while maintaining cost-effectiveness.

### **How the Keenan Pharmacy Purchasing Coalition Provides Added Value**

Each participating employer keeps their own program flexibility, using existing plan provisions. While KPPC does not require mandatory plan design changes, we can suggest alternatives that will help you and your employees maximize savings.

The national network of over 50,000 pharmacies includes all major retail chains.

KPPC Performance and Implementation guarantees give you the assurance the program will get off to the right start, enhance employee satisfaction, and meet financial objectives.

A third party auditor monitors contract compliance and rebate administration to ensure you receive the savings and rebates you are promised. Accountability and transparency is supported by state of the art reporting, providing specific data on your plan financials and utilization.

Through the KPPC you can also receive complete Medicare Part D administration and support, saving you from an additional administrative burden.



## KPPC Delivers Savings

The table below illustrates how much five actual customers will save by implementing their prescription drug plan through KPPC, based on their own utilization and existing plan design:

Client	Employee Members	Annual # of Scripts	Current PBM Cost		KPPC Cost	Savings*
1. Client A	11,478 26,400	312,105	\$31,637,235	A.	\$29,224,903	\$2,412,332 7.6%
				B.	\$28,096,475	\$3,540,760 11.2%
				C.	\$27,006,948	\$4,802,415 15.2%
2. Client B	2,160 4,968	41,970	\$5,016,361	A.	\$4,603,622	\$412,739 8.2%
				B.	\$4,363,868	\$652,493 13.0%
				C.	\$4,114,179	\$951,862 19.0%
3. Client C	1,018 2,342	30,512	\$2,201,381	A.	\$1,842,864	\$358,517 16.3%
				B.	\$1,758,258	\$443,123 20.1%
				C.	\$1,668,534	\$532,847 24.2%
4. Client D	829 1,906	29,617	\$2,005,344	A.	\$1,778,055	\$227,289 11.3%
				B.	\$1,717,397	\$287,947 14.4%
				C.	\$1,652,929	\$371,475 18.5%
5. Client E	270 620	8,902	\$682,014	A.	\$609,990	\$72,024 10.6%
				B.	\$587,684	\$94,330 13.8%
				C.	\$563,812	\$124,402 18.2%

A = No change in generic utilization

B = 2% increase in generic utilization

C = 4% increase in generic utilization

\* Savings based on a snap-shot of actual claims data, and do not include any assumptions for increases in cost or number of prescriptions dispensed.



For more information about the Keenan Pharmacy Purchasing Coalition and an analysis of the guaranteed cost management of your prescription program KPPC can deliver for you, please contact:  
310.212.0363 ext 3245

**Keenan**  
Associates

Innovative Solutions. Enduring Principles.

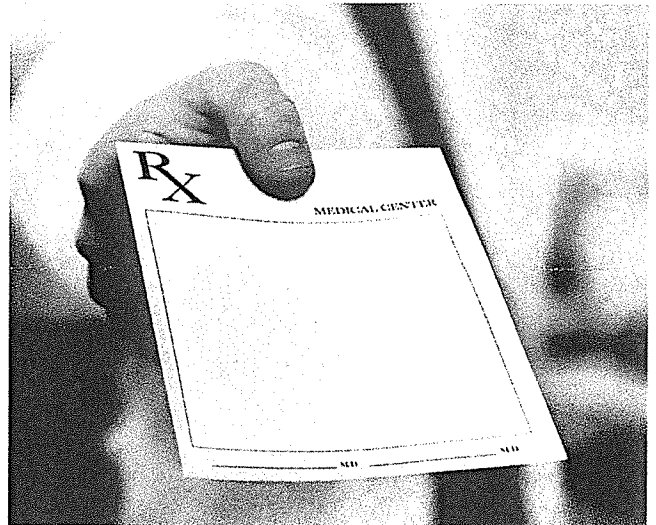
## Introducing the Next Level in Savings

### Keenan Pharmacy Care Management

Keenan Pharmacy Care Management Program (KPCM) offers KPPC clients an additional layer of pharmacy benefit management by engaging physicians and members directly to ensure that the best possible drug therapies are chosen, based on their clinical effectiveness and overall cost to patients and the plan.

Plan sponsors and participants both benefit from quality of care improvements and cost-savings.

- Immediate, measurable, and verifiable cost-savings
- Savings guarantee: Savings must exceed fees, otherwise fees are returned
- Saves money decreases patient out-of-pocket expense
- Exclusive rates through KPPC
- Fee Guarantee



Through the exclusive KPCM program, drug claims are analyzed and potential alternatives identified. We encourage the utilization of the most effective treatment and communicate these options to plan participants and their physicians. The KPCM approach is plan participant and physician friendly.

#### Features:

- Regular communication with plan participants' doctors
- Provides a method for physicians to change medications to a cost-effective option
- Easy for prescriber to select alternative drug
- Electronically transfers information to prescriber

The KPCM program is an exclusive offering to KPPC members and provides a way to automate communications with physicians to offer savings opportunities for both members and providers.

#### Keenan invites you to learn more!

For more information about KPCM, please contact your local Keenan representative.

## A little BACKGROUND on GASB 75

The Governmental Accounting Standards Board (GASB) introduced GASB Statement No. 75 to replace GASB Statement No. 45 and provide greater transparency to the financial accounting of OPEB (other post-employment benefits) for states, local governments and government agencies, including those that do not fund these benefits. The new standard will result in an increase in the OPEB liability for most organizations, and the liability will no longer be a footnote disclosure but instead will be required to be included on the entity's balance sheet. Given the financial impact and increasing nature of this liability, it is sure to have a substantial impact on government entities.



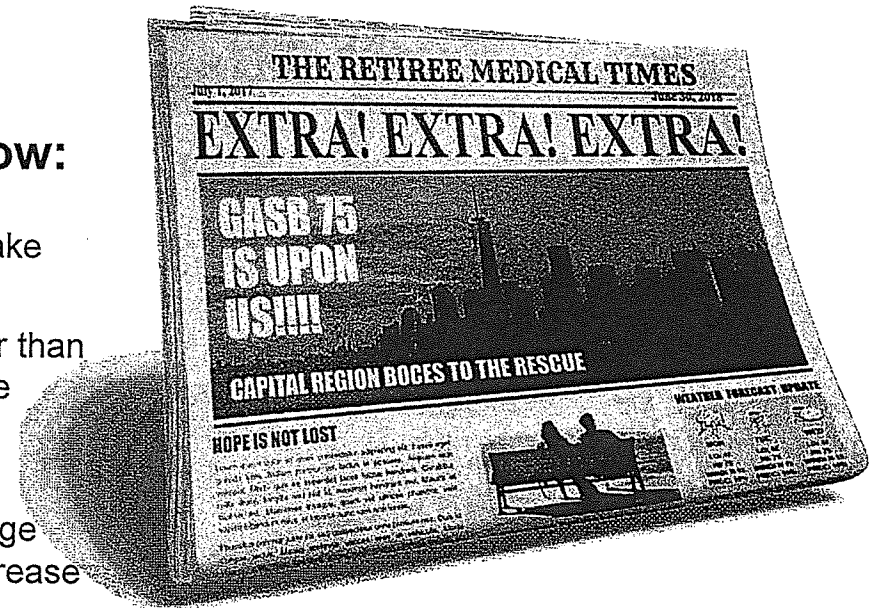
CAPITAL REGION  
**BOCES**



KORN FERRY™  
| HayGroup

## Here are the top four things you should know:

1. GASB 75 makes significant changes to GASB 45 and will take effect for fiscal years beginning after June 15, 2017.
2. The Net OPEB Liability (i.e., unfunded) – by definition larger than the current Net OPEB Obligation (NOO) – will appear on the balance sheet (the NOO is only mentioned in the financial footnotes under the current standard).
3. Newly prescribed assumptions – e.g., the use of the entry age normal (EAN) actuarial cost method – may substantially increase the OPEB liability.
4. Government agencies will no longer be able to amortize the unfunded liability over a period of up to 30 years.





# Expertise + Efficiency = COST SAVINGS

While BOCES staff members are the experts in education and delivering shared services, Korn Ferry Hay Group staff are the experts in post-retirement medical/OPEB valuations. Their actuaries have been performing post-retirement valuations for over 70 years. Their breadth of experience – they perform hundreds of valuations for states, municipalities, school districts and other governmental agencies – enables them to provide insightful and timely, required reports at cost-effective prices.

## *What are OPEB benefits?*

OPEB benefits are post-employment benefits, other than pensions, such as retiree medical/pharmacy, dental, vision, life insurance and long term care insurance.

## QUESTIONS?

**Dr. Mark Jones**  
Chief Operating Officer  
mark.jones@neric.org  
(518) 862-4930

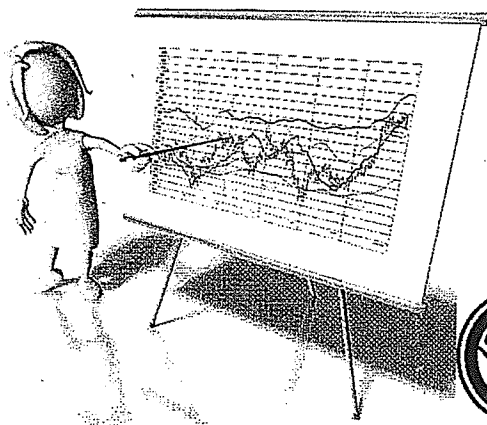
**Gregory Diefenbach**  
Deputy Director of Management & Administrative Services  
gregg.diefenbach@neric.org  
(518) 464-3902

**Hayley Gundersen**  
Assistant Actuary  
hayley.gundersen@neric.org  
(518) 464-3976

## Take control of your OPEB costs

In addition to performing an actuarial valuation to determine your OPEB liability, Korn Ferry Hay Group's actuaries can work with you to reduce your OPEB expenses. Options include, but are not limited to:

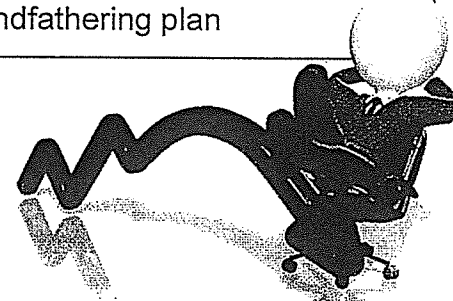
- Changing retiree eligibility requirements
- Increasing employee contributions
- Implementing health cost management initiatives
- Introducing consumer-directed health plan options / HRAs
- Defined contribution approaches
- Offering health insurance exchange options to retirees
- Shifting prescription drug benefits for eligible retirees to an employer group waiver plan ("EGWP")
- Grandfathering plan

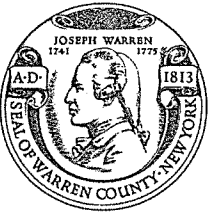


CAPITAL REGION  
**BOCES**



KORN FERRY  
| HayGroup





## WARREN COUNTY SHARED SERVICES PANEL

### Proposed Action

Municipality Name: Town of Queensbury John Strough, Town Supervisor  
February 16, 2018 for the Shared Services Panel discussion to be held February 23, 2018 at 10:00AM.

At the last meeting, I mentioned that we should explore the ideas of County-wide animal control, retrofitting LED lighting, Community Choice Aggregation, joint bidding for landscaping and mowing, consolidation of maintenance and repair services, regional bio solids treatment center and a grant writer. Since that time, I have also created a shared services form – and that too should also be considered.

As to who would be willing to work on a panel sub-committee to work out the details of the below proposed actions, I would be willing to do that on some of the below.

Below are descriptions of the shared actions I have suggested:

### **1. HEALTH INSURANCE CONSORTIUM FOR TOWNS**

Describe the shared action:

**Regional collaboration on bidding employee health insurance will likely reduce the costs of providing this service to county/municipal employees insurance, especially for smaller counties/municipalities.**

Please list the governments/districts that could be involved in this action:

**Adjacent counties and could also include their municipalities.**

How will this proposed action reduce the property tax levy in participating governments/districts?

Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**For Example: Tompkins County and 16 of its municipalities are pooling their resources to develop a health care consortium that can provide employee health insurance at a lower cost than is currently available. Under this initiative, the County will create a self-insured health insurance pool administered by a third party, overseen by a board of directors made up of municipal officials. Significant savings are expected from lower administrative fees, elimination of insurance company commissions, broader spreading of risk and the ability to invest excess funds in reserve accounts. The initial investigation into this arrangement was made possible through a grant from the State's Shared Municipal Services Incentive program.**

<https://www.osc.state.ny.us/localgov/pubs/research/sharedservices.pdf>

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**Yes, would likely require inter-municipal agreements.**

## **2. HEALTH CARE**

Describe the shared action:

**Regional co-ordination/collaboration for providing county health programs and services.**

Please list the governments/districts that could be involved in this action:

**Multiple adjacent counties**

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**For Example: The Western New York Care Coordination Program (WNYCCP) is a six county consortium that has developed an innovative mental health program dedicated to improving patient outcomes and reducing the incidence of arrest and hospitalization.<sup>10</sup> The WNYCCP runs as a collaborative effort among Monroe, Erie, Genesee, Wyoming, Chautauqua, and Onondaga counties, along with the New York State Office of Mental Health, providers and consumers. The goal of the program is to create a system that is responsive to consumers, ensures access to high quality services and promotes recovery. As a result, based on a survey conducted in 2004, emergency room visits had dropped 77 percent. The average hospital stay per recipient in each quarter was down to 2.7 days from the previous 6.6 days and suicides and arrests all saw significant reductions.**

**Another example: The Western New York Public Health Alliance (WNYPHA) is a regional public health alliance comprising eight county health departments in Western New York: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans and Wyoming.<sup>11</sup> The group's mission is to develop public/ private partnerships and collaborations to better coordinate health care delivery to Western New Yorkers. The Alliance has placed an emphasis on addressing emergency preparedness and the health**

**<https://www.osc.state.ny.us/localgov/pubs/research/sharedservices.pdf>**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**Yes, requires inter-municipal agreements**

## **3. COUNTY-WIDE ANIMAL (OR JUST DOG) CONTROL**

Describe the shared action:

**Provide county-wide dog and/or cat control services (or at least, canine control) that would serve all county municipalities.**

Please list the governments/districts that could be involved in this action:

**All Warren County municipalities**

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**Having one entity provide this service would likely cost less than the aggregate costs that the county municipalities are currently spending.**

**Would remove this onus from the county municipalities' day-to-day operations, allowing them to expend those energies and resources on other, more productive, cost savings services. See Rockland and Clinton Counties.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**Yes, requires County to RSP and contract for services.**

**Or the county could set up its own Animal (Dog) Control Office.**

#### **4. BULK INSTALLATION AND PURCHASING OF LED LIGHTING**

Describe the shared action:

**LED installation, LED fixtures and bulbs – buy fixtures and bulbs bulk and RFP for installation services.**

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**Bulk installation and purchasing of LED lighting will like lower those costs. In addition, once installed will lower energy and maintenance costs.**

Please list the governments/districts that could be involved in this action:

**The county and its municipalities.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**Same as we're doing now. (Julie Butler)**

#### **5. COMMUNITY CHOICE AGGREGATION**

The purpose of Community Choice Aggregation (CCA) is to allow participating local governments to procure energy supply service and distributed energy resources (DER) for eligible energy customers in the community. These customers will have the opportunity to opt out of the procurement, while maintaining transmission and distribution service from the existing Distribution Utility.

CCA allows local governments to work together through a shared purchasing model to put out for bid the total amount of electricity and/or natural gas being purchased by eligible customers within the jurisdictional boundaries of participating municipalities. Eligible customers will have the opportunity to have more control to lower their overall energy costs, to spur clean energy innovation and investment, to improve customer choice and value, and to protect the environment, thereby fulfilling an important public purpose.

<https://www.nyserda.ny.gov/All-Programs/Programs/Clean-Energy-Communities/Clean-Energy-Communities-Program-High-Impact-Action-Toolkits/Community-Choice-Aggregation>

Please list the governments/districts that could be involved in this action:

**Could be one or more municipalities.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**Could vary: inter-municipal agreements**

## **6. JOINT BIDDING FOR LANDSCAPING AND MOWING**

Describe the shared action:

**Bid/RFP for common/routine landscaping.**

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**Bidding out the routine landscaping of municipalities and/or fire departments and/or EMS squads, etc. could result in big savings compared to the aggregate amounts currently being paid out. One firm could bid on a per hour basis.**

Please list the governments/districts that could be involved in this action:

**County, municipalities, schools, fire departments, EMS squads, etc.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**County bid and county/Inter-municipal agreements**

## **7. CONSOLIDATION OF MAINTENANCE AND REPAIR SERVICES**

Describe the shared action:

**Bid/RFP common/routine maintenance.**

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

Bidding out the routine maintenance of municipal vehicles and/or fire departments and/or EMS squads, etc. could result in big savings compared to the aggregate amounts currently being paid out. One firm could bid on a per hour or per job basis (like oil change) basis.

Please list the governments/districts that could be involved in this action:

**County, municipalities, schools, fire departments, EMS squads, etc.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**County bid and county/Inter-municipal agreements**

## **8. REGIONAL BIO SOLIDS TREATMENT CENTER**

Describe the shared action:

**Develop a regional solution to the treatment of bio solids.**

Please list the governments/districts that could be involved in this action:

**Any municipality that is producing bio solids and needs to treat.**

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**This service needs to be answered. A collective solution will likely provide efficiencies and savings.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**Could be contractual arrangements with a private entity.**

**Or, if publically owned and managed, the development of an inter-municipal authority.**

## **9. GRANT WRITER**

Describe the shared action:

**Bid/RFP for grant writing services.**

How will this proposed action reduce the property tax levy in participating governments/districts?

Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**Bidding out grant writing for municipalities, schools, and/or fire departments and/or EMS squads, etc. could result in big savings compared to the aggregate amounts currently being paid out. In addition, many of these entities do not have the resources or expertise to write grants. So collaborating on providing grant writing services would like save grant writing services money. In addition, a town or fire company, for example, is not likely to be granted a grant if grant request was never submitted.**

Please list the governments/districts that could be involved in this action:

**County, municipality, schools, fire companies, EMS squads, etc.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**County bid and county/Inter-municipal agreements**

## **10.REGIONAL SHARED SERVICES AGREEMENT**

Describe the shared action:

**Develop a shared services agreement: County and its municipalities.**

How will this proposed action reduce the property tax levy in participating governments/districts?

Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

**Municipalities and county could share equipment and services. Especially when that equipment and/or those services are only needed on a temporary basis. Rather than each municipality buy equipment or services that they do not need on a full-time basis. Sharing will save those costs.**

Please list the governments/districts that could be involved in this action:

**Warren County, its towns, village, and city.**

Please list the governments/districts that could be involved in this action:

**County and its municipalities.**

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify:

**SEE BELOW:**

### **SHARED SERVICES AGREEMENT**

**Between**

**Warren County and its Municipalities**

**and**

**Between Warren County Municipalities**

Shared Services Agreement between and among all the following: Bolton (Town), Chester (Town), Glens Falls (City), Hague (Town), Horicon (Town), Johnsburg (Town), Lake George (Town), Lake George (Village), Lake Luzerne (Town), Queensbury (Town), Stoney Creek (Town), Thurman (Town), Warren County (county), Warrensburg (Town).

THIS AGREEMENT, dated \_\_\_\_\_, 201\_, is between Warren County and its municipalities

and between the municipalities of Warren County. Pursuant to Section 99-r of the General Municipal Law, Warren County and its municipalities wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of County and Municipal facilities, services and infrastructure and provide a cost savings by maximizing the effective utilization of municipal resources. Shared Services shall mean any equipment and/or service provided by one party (Provider) to another party (Recipient). The County and its municipalities agree to share equipment and/or services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed ten thousand dollars (\$10,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Recipient Municipality agrees to defend and indemnify the Provider Municipality for any and all claims arising out of the Recipient Municipality's acts or omissions under this Agreement. Subject to the availability of lawful appropriations and consistent with Section 8 of the State Court of Claims Act, the Recipient Municipality shall hold the Providing Municipality harmless from and indemnify it for any final judgment of a court of competent jurisdiction to the extent attributable to the negligence of the Recipient Municipality or of their officers or employees when acting in the course and scope of their employment.
5. The term of this Agreement shall be for five years from \_\_\_\_\_, 2018 to \_\_\_\_\_, 2023. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Any party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

The below signature by the municipality's authorized person, as named in the authorizing resolution (see model attached), as approved by that municipality's governing entity:



**Bolton (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Chester (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Glens Falls (City)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Hague (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Horicon (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Johnsburg (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Lake George (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Lake George (Village)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Lake Luzerne (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Queensbury (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Stoney Creek (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Thurman (Town)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Warren (County)**

Authorized signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**Warrensburg (Town)**

Authorized signature: \_\_\_\_\_



Position: \_\_\_\_\_

Date: \_\_\_\_\_

Resolution number and date of approval giving authorization for the above:

Resolution # \_\_\_\_\_ Date of resolution approval: \_\_\_\_\_

**SCHEDULE A**  
**MODEL INVOICE**

MUNICIPALITY PROVIDING (PROVIDER) EQUIPMENT AND/OR SERVICES:

\_\_\_\_\_

MUNICIPALITY RECEIVING (RECIPIENT) EQUIPMENT AND/OR SERVICES:

\_\_\_\_\_

Provider's cost of equipment and/or services to receiving (Recipient) municipality

Description of services, materials, or equipment (Check All that apply) to be shared:

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total Cost/Value: \_\_\_\_\_

**SCHEDULE B  
MODEL RESOLUTION**

**RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT BETWEEN WARREN COUNTY AND ITS  
MUNICIPALITIES AND BETWEEN WARREN COUNTY MUNICIPALITIES**

**RESOLUTION NO.** \_\_\_\_\_, 2017

**INTRODUCED BY:** \_\_\_\_\_

**WHO MOVED FOR ITS ADOPTION**

**SECONDED BY:** \_\_\_\_\_

WHEREAS, the County of Warren and its municipalities wish to adopt a communal Shared Services Agreement with each other, providing for an effective mechanism that allows each municipality to provide assistance for services and/or materials valued at less than \$10,000, and

WHEREAS, in accord with New York State's new initiative to reduce property taxes includes requiring counties to assemble local governments to find efficiencies for real, recurring taxpayer savings, and

WHEREAS, the County-Wide Shared Services Initiative requires county officials to develop localized plans that find property tax savings by coordinating and eliminating duplicative services and coordinate services, and

WHEREAS, each municipality wishes to authorize an Agreement substantially in the form presented at this meeting,

NOW, THEREFORE, BE IT

RESOLVED, that the \_\_\_\_\_ (Municipality) hereby approves and authorizes the Shared Services Agreement with Warren County and each of its municipalities substantially in the form presented at this meeting, for a five (5) year term, with the effective date of the Agreement commencing on the date that the County and all its municipalities executes and dates the Agreement, and

BE IT FURTHER,

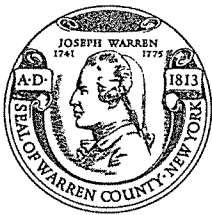
RESOLVED, that the Town Board further authorizes and directs the \_\_\_\_\_ (Authorizing person) to execute such Shared Services Agreement and take such other and further action as may be necessary to effectuate the terms of this Resolution.

Duly adopted this \_\_\_\_ day of \_\_\_\_\_, 2018 by the following vote:

AYES :

NOES :

ABSENT:



## WARREN COUNTY SHARED SERVICES PANEL

### Proposed Action

Municipality Name: Horicon

CEO Name: Matthew J. Simpson

Please describe the shared action you are suggesting:

I believe we should explore County-Wide Assessing for potential savings amongst all  
Warren County residents.

Please list the governments/districts that could be involved in this action:

All towns within Warren County and possibly the city of Glens Falls and the village of  
Lake George.

---

---

---

How will this proposed action reduce the property tax levy in participating governments/districts? Please indicate which budgetary items would be impacted and estimated dollar savings, if any:

Savings may be seen through efficiencies derived from redundancies amongst the towns of Warren County. Possibility of reducing the number of personnel associated with assessing properties. Revaluations could be done in Warren County as a whole rather than individual towns.

---

---

---

---

---

---

---

---

---

---

---

Does this proposed action require inter-municipal agreements, contracts, transfer of function, public referendum, new or amended local or state law, etc.? Please identify: I believe that the individual towns would all have to support this proposal by their municipal boards.

---

---

---

---

Would you be willing to work on a panel sub-committee to work out the details of this proposed action?    Yes yes            No           

Submit this form, no later than September 8, 2017, to: Kristy Miller, Confidential Secretary to the County Administrator, 1340 State Route 9, Lake George, NY 12845, 518-761-6539, Fax: 518-761-7652, [millerk@warrencountyny.gov](mailto:millerk@warrencountyny.gov)